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P. Hrngs. _____
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Filed: 12-11-12

Sponsored by: Bailes, Burlison,
Compton, Rush

First reading: December 17, 2012

Second reading: January 14, 2013

COUNCIL BILL NO. 2012- 349

GENERAL ORDINANCE NO. 6027

AN ORDINANCE

1 AMENDING the Fee Schedule for certain municipal services as provided in the
2 Springfield City Code by making such adjustments as provided in
3 the attached Evaluation of Charges for Municipal Services, by
4 adopting new fees for certain city services, in order to recover all or
5 part of the cost thereof. (The Finance and Administration
6 Committee recommends approval.)
7 _____
8

9 WHEREAS, a public hearing was held on December 17, 2012, a copy of the
10 notice is attached as "Exhibit A."
11

12 WHEREAS, the new fees will be effective July 1, 2013. The early passage of the
13 new fees compared to prior years, will allow more time for businesses to adjust to the
14 fee changes.
15

16 NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF
17 SPRINGFIELD, MISSOURI, as follows, that:
18

19 Section 1 - The City Council hereby adopts the Fee Schedule contained within
20 the Evaluation of Charges for Municipal Services, attached hereto as "Exhibit B" and
21 "Exhibit C" which shall be maintained on file with the City Clerk, pursuant to Springfield
22 City Code. Affected fees include:
23

24 Chapter 2, Administration

25 Section 2-423, Municipal Court records

26 Section 2-424, Police and Fire Department records

27 Section 2-425, Fees for city services, license and inspection fees
28

29 Chapter 6, Open Burning

30 Section 6-284, Permit for burning certain materials
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32 Chapter 10, Alcoholic Beverages

33 Section 10-64, Method of measuring distance

- 34 Chapter 18, Animals
35 Section 18-3, Impoundment fees
36
37 Chapter 30, Cemeteries
38 Section 30-33, Fees and charges generally
39
40 Chapter 36, Community Development
41 Section 36-91, Article I Zoning of the Land Development Code
42 Article VII Fees for Permits
43 Article XII Technical Codes Administration and
44 Enforcement
45 Section 36-1229, Work exempt from permit
46 Section 36-1250, Fees
47
48 Chapter 42, Courts
49 Section 42-41, Court costs
50 Section 42-42, Civil penalty for persons pleading guilty to driving while
51 intoxicated or driving with unlawful blood alcohol content.
52
53 Chapter 58, Health & Sanitation
54 Article II Food & Food Establishments,
55 Sections 58-53, Permits
56 Sections 58-57, Inspections
57 Article III Diseases
58 Section 58-211, Center for Immunization Services
59
60 Chapter 74, Nuisance and Housing Code
61 Section 74-385, Abatement by city upon failure to comply with notice.
62
63 Chapter 98, Streets, Sidewalks and Public Places
64 Section 98-45, Fees
65 Section 98-115, Issuance of permit, fee
66
67 Chapter 114 Vegetation
68 Section 114-31, Trees on private property creating hazard to public ways
69
70 Chapter 118, Vehicles for Hire
71 Section 118-126, Vehicle inspection fee
72

73 Said fees are hereby amended and approved by adopting and incorporating
74 herein by reference, the schedule of fees and charges shown in "Exhibit B" and "Exhibit
75 C" for various departments of the City. City officials are authorized to charge the fees
76 shown on "Exhibit B" as "Recommended Charges and Cost Recovery" and "Exhibit C".
77 Any fees or charges not specifically included in "Exhibit B" or "Exhibit C" shall remain
78 unchanged.

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80 Section 2 -This ordinance shall be in full force and effect July 1, 2013 from and
81 after passage.

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Passed at meeting: January 14, 2013

Robert H. Stephens
Mayor

Attest: Brenda M. Citter, City Clerk

Filed as an Ordinance: January 14, 2013

Approved as to form: Oil & Gas, City Attorney

Approved for Council action: Angela B. Smith, City Manager

EXPLANATION TO COUNCIL BILL NO. 2012- 349

FILED: 12-11-12

ORIGINATING DEPARTMENT: FINANCE

PURPOSE: To adjust various charges for municipal services as defined in the Springfield City Code and outlined in the Policy Statement listed within the attached Evaluation of Charges for Municipal Services.

BACKGROUND INFORMATION: Annually, the Budget and Evaluation Division of the Finance Department reviews fees for municipal services. The fees are reviewed to determine if reasonable and appropriate levels of cost recovery are being maintained. Adjustments to municipal fees are recommended based on the policy statement included in the fee study.

The Budget and Evaluation Division of the Finance Department has completed the 2013 review of the City's charges for municipal services. Historically, the fee study has been presented to City Council in June before the start of the new fiscal year in July. In response to requests from the business community, the Fiscal Year 2013 fee study is being presented to City Council in December. This will provide businesses approximately six months advance notice of any changes to the City's fees and will allow them more time to adjust their fees, if necessary, and notify their customers of fee changes.

Analysis of the costs to provide these services were performed and adjustments are being recommended to provide more adequate cost recovery levels. These recommendations are in accordance with the policy statement on charges for municipal services. The public hearing notice is attached as "Exhibit A." The schedule of fees and charges is attached as "Exhibit B" and "Exhibit C." Any fees or charges not specifically included in "Exhibit B" or "Exhibit C" shall remain unchanged.

REMARKS: These recommendations were presented to the Development Issues Input Group (DIIG) for their review and comment. No comments have been received.

The evaluation report, including the recommended fee adjustments was presented and approved for Council consideration by the Finance and Administration Committee at its November 30, 2012 meeting.

Submitted by:

Mary Mannix Decker
Mary Mannix Decker
Director of Finance

Approved by:

Greg Burris
Greg Burris
City Manager

CITY OF SPRINGFIELD
NOTICE OF PUBLIC HEARING

SUBJECT: Proposed changes to certain charges for city services in order to recover all or part of the cost of providing such services.

DATE AND TIME: December 17, 2012 at 6:30 PM

PLACE: City Council Chambers, City Hall, 830 Boonville Avenue, Springfield, MO 65802

SUPPLEMENTAL INFORMATION: To provide citizens of the City of Springfield, Missouri, the opportunity to submit written and oral comments on the proposed amendments to the ordinance pertaining to fees for services. The proposed changes to the current fee structure are in the Finance, Municipal Court, Hazelwood Cemetery, and the Departments of Building Development Services, Planning and Development, Public Health, Public Works, Environmental Services, Police, and Fire.

Copies of the proposed amendments are available in the Office of the City Clerk, Busch Municipal Building, 840 Boonville Avenue, Springfield, MO 65802.

Address written comments to Brenda Cirtin, City Clerk, P. O. Box 8368, Springfield, MO 65801-8368. Written comments received before or at the hearing will be in the hearing record.

Brenda Cirtin
City Clerk
City of Springfield, Missouri

EVALUATION OF CHARGES FOR MUNICIPAL SERVICES

BASED ON 2012 FISCAL YEAR ACTIVITY



DEPARTMENT OF FINANCE
BUDGET AND EVALUATION

MISSION

The people of our community are the only
reason we are here.

Therefore,

We are committed to
WORKING WITH THE COMMUNITY
to provide ethical and responsible local government
so that everyone can enjoy the benefits
of living and working in Springfield.

We will achieve this through:

Integrity and Pride of Service
in everything we say and do, and with dedication to quality.

Cooperating and Communication
with one another and with citizens to ensure open government,
and open management with no surprises.

Continuous Improvement of Services
through cost-effective utilization of,
people, materials, equipment and technology.

Leadership and Knowledge
through staff training and development.

Innovation
in how we meet present and future needs of our city.



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Effective Date: July 1, 2013

Subject: Charges for Municipal Services

This policy statement will set guidelines for the evaluation of the City's charges for municipal services as contained within Section 2-425 (previously Section 2-90) of the Springfield City Code, including any applicable subcategories.

1. Current charges shall be evaluated by the Finance Department on an annual basis. This evaluation shall utilize information on Service Efforts and Accomplishments (SEAs) for each category of charges as compiled by the various departments.
2. A final report shall be approved no later than February 1 each year, detailing any proposed changes and departmental responses to these proposals. This report shall be forwarded to the City Council Finance and Administration Committee at a meeting to be scheduled in November.
3. If recommended by the Committee, proposed adjustments go before the full Council for their approval to allow implementation on July 1.
4. A notice of adjustments to the existing structure of charges shall be published in a newspaper. Fifteen days shall be allowed for public comment through the City Clerk's Office, or questions or concerns may be expressed during the public hearing which takes place during the normal budgetary process.
5. The following general guidelines shall be used in the annual evaluation:
 - Charges for municipal services, where appropriate, should recover 100 percent of the related cost of providing the service.
 - The review process should not provide an automatic mechanism for passing along any inefficiencies which may exist in the system. Cost information and the related SEAs will be reviewed for significant fluctuations as a part of the evaluation process. Any increases recommended after this review shall then be subject to an annual cap equivalent to the percentage change in the All Urban Consumer Price Index (CPI).
 - In instances where under-recovery of cost is occurring, an additional maximum of 10 percent above CPI may be phased in until cost recovery percentages reach 100 percent, where appropriate. In cases where cost-recovery is 50 percent or less, a maximum of 20 percent above CPI may be phased in until cost recovery percentages reach 75 percent.
 - In instances where under-recovery of cost is occurring and the fee in question is \$30 or less, an increase to reach 100 percent cost recovery is acceptable, regardless of the percentage change in the fee from the prior year.
 - Any efficiencies achieved which reduce costs should be accompanied by a corresponding reduction in the related charges for services.



"Working with the Community"

Fee Study Overview

EVALUATION OF CHARGES FOR MUNICIPAL SERVICES

BASED ON 2012 ACTIVITY

CITY OF SPRINGFIELD, MISSOURI

The Budget and Evaluation Section of the Finance Department has completed the annual review of the City's charges for municipal services. These charges are reviewed to determine if reasonable and appropriate levels of cost recovery are being maintained. Recommended fee adjustments from the current evaluation based on FY 11-12 data are presented in this report.

OVERVIEW

Section 2-425 of the Springfield City Code provides that the charge for a municipal service is to be set at a level which does not exceed the cost of providing the service. The term "cost" in relationship to municipal services has been defined as the allocable cost of direct and indirect labor, supplies, charges, and capital outlay used to provide each specific service. Allocations for both departmental and city wide administrative overhead are also included in the cost determination. Cost recovery levels of 80% to 100% are generally accepted as desirable for most services.

Service efforts and accomplishments measures used to review the charges for services include, as appropriate, the following:

Measures of Efforts

- Non-financial resources
 - Number of labor hours, by position, expended to deliver services
- Financial resources
 - Fully burdened labor costs, by position, expended to deliver services
 - Expenditures used to deliver services, including both direct and indirect costs

Measures of Accomplishments

- Output measures
 - Number of service units produced
- Outcome measures
 - Average cost per service unit produced
 - Average revenue generated per service unit produced

Measures of Efficiency

- Percentage of cost recovery
- Percentage increase or decrease of average cost per service unit from prior period
- Percentage increase or decrease of cost recovery from prior period

FINDINGS AND RECOMMENDATIONS

This year's evaluation of charges for municipal services included a detailed analysis of the departmental and financial data that compose service costs. The methodology for deriving the service cost allocations was verified and their accuracy continues to be improved. Recommendations for adjustments to the evaluated charges are based on guidelines established by City Council policies.

Increases in fees and charges are recommended for those services that have an under recovery of cost. Policy guidelines limit such increases to a maximum of 10% above the percentage annual increase in the All Urban Consumer Price Index (CPI). For FY 11-12 the CPI was 1.38%, therefore, fee increases this year were limited to 11.38%. (A few fees have percentage increases slightly above this amount, or resulting cost recoveries slightly above 100%, due to reasonable administrative rounding of the recommended fees.) Decreases in fees and charges are recommended for those services that have reductions in cost resulting from improvements in operational efficiencies or cost allocations.

A total of two hundred and nine charges for municipal services were evaluated. The recommended adjustments for these charges are summarized as follows:

- Fifteen new fees are recommended to be established at this time.
- Eighty charges are recommended to be reduced.
- Thirty seven charges are recommended to be held constant due to the City's being able to maintain its cost of providing the services.
- The remaining seventy seven charges are recommended to be increased.

Many of the City's charges historically have been at levels significantly below actual costs. Those charges will require multiple years of regular fee increases to obtain full cost recovery even with ongoing improvements in operational efficiencies. The cost recovery for fees is also impacted by changes in labor costs and increases in medical insurance costs.

Excluding Hazelwood Cemetery charges, which require special consideration as discussed later, and the eighteen new fees, the current average cost recovery of the fees evaluated is 96.60%. If the recommended fee adjustments are approved, the average cost recovery would increase to 97.51%, potentially generating an additional \$22,323 in revenue. The additional revenue does not include any new fees. New fees include nine Police special event fees, four Fire training facility fees, a Non-Greene County resident vaccination fee and a Hazelwood Cemetery fee.

The fees and charges evaluated have been grouped into five descriptive categories: Permit, Plan Review, and Inspection Fees; License Fees; Charges for Services; Ordinance Violation Charges; and Enterprise Fund Fees. Each category of charges has distinct characteristics and considerations that impact cost recovery decisions. The following narrative presents a summary of the charges within each category and an explanation of charges of particular interest.



"Working with the Community"

Evaluation Summary by Fee Type

PERMIT, PLAN REVIEW, AND INSPECTION FEES

These fees are the traditional fees charged by the City for the various permits issued and plan reviews and inspections conducted in relation to land development, commercial and residential construction, and specific activities within the City. Individuals and entities desiring to participate in such development or activities are required by City ordinance to apply for various permits and submit to plan reviews and inspections to ensure the public's safety, health, and general welfare.

The City's goal in charging these fees is to recover incurred costs that can be clearly identified as being directly associated with specific consumers of the City's regulatory services. City Council's 1993 policy statement that establishes guidelines for adjusting charges for municipal services is primarily directed at these fees. Examples of fees included in this category include final plat reviews, building permits, sign permits, sidewalk café permits, driveway permits, taxicab inspections, and food permits.

Building Development Services

This year's analysis of the fees of Building Development Services involved a review of the minimum building permit fee, sign permits, sidewalk café permits, and building plan review fees. Building Development Services has recommended a technology fee of \$.01 (one cent) per square foot; a minimum of \$50; assessed for the license and maintenance of the electronic plan submission and review system.

Zoning and Subdivision Case Reviews

Twenty existing Zoning and Subdivision case review fees and seven existing application processing fees charged by the Planning and Development Department were evaluated in this Fee Study. The direct labor and support costs of the Zoning and Subdivision section and the direct labor costs of the primary reviewers within Building Development Services, Public Works, and the Administrative Review Committee (ARC) are incorporated in the case review fees.

Fee increases are recommended for all existing fees. The suggested fee increases range from 2.1% to 21.4% in order to improve cost recovery. All 27 fees include a 10% technology fee for the license and maintenance of the electronic plan submission and review system. The recommended fee adjustments would generate an additional \$10,176 in revenue at FY 12 activity levels.

A summary of the analysis of Zoning and Subdivision case review fees was presented at the Development Issues Input Group (DIIG) meeting on November 28, 2012. The proposed fee increases and cost recovery statistics were discussed at this meeting and received approval by the group.

Environmental Services

During fiscal year 2012, Open Burn permits and Air Quality transferred to Environmental Services. Both fees are seeing decreases due to this transition. Staffing has sifted and overall costs have decreased. The land disturbance permits include a 10% technology fee for the license and maintenance of the electronic plan submission and review system.

Public Works Department

The Public Works infrastructure permits for driveway and excavation permits are recommended for increase to improve cost recovery. All nine fees include a 10% technology fee for the license and maintenance of the electronic plan submission and review system.

Police Department

The two fees identified in this section are for a permit that must be obtained to operate a taxi in the City of Springfield. The fee was established to recover the costs associated with testing and fingerprinting of applicants and the cost of background investigations.

LICENSING FEES

Three fees identified in this section are for issuing letters of approval for catering, determining liquor license location restrictions, and for tanning location security and background checks. The recommended fee for issuing catering letters is set according to State Statute Section 311.485. There have not been any changes made to this statute during the current year, so the fee will remain the same.

The fourth fee identified in this section is for after-hours establishment investigations. General Ordinance #5923, passed in March 2011, established the regulations and licensing requirements. City Code provides for the recovery of the costs incurred by the City to investigate applications for permission to operate an after-hours establishment.

CHARGES FOR SERVICES

The City has established charges for some services that are not regulatory in nature, nor imposed by City ordinance. These services provide a tangible product to a relatively small number of individuals and entities, with some services offered as an alternative to what is available in the private sector. The consumers of these City services have the freedom to choose whether or not the products provided have enough value to justify paying the established charge.

Examples of charges within this category include prints of crime and accident scene photographs taken by the Police Department used as evidence for prosecution that are sold to legal defense firms and insurance companies; fire station room rental; vaccination administration fees; and Hazelwood Cemetery burial services.

As with other fee charges, the City restricts its cost recovery for these services to the actual cost incurred, except for the services offered at Hazelwood Cemetery, which require sensitivity to local market conditions and concerns. Traditionally, the City has restricted annual increases to these charges to the limits established by the guidelines defined in Council's policy statement, regardless of the actual cost recovered.

A total of one hundred and nineteen charges are identified in this category. Eleven of these charges are Hazelwood Cemetery burial charges, which require special consideration as described below. Excluding the Hazelwood Cemetery charges, the current average cost recovery for the remaining charges is 97.06%.

Hazelwood Cemetery

In addition to the City's direct cost in providing services, other factors must be considered when establishing the fee levels for burial services and burial lot prices with Hazelwood Cemetery. The impact of the City's fee structure on the local competitive market must be minimized. Five of the eleven fees are recommended for increases. The increases are based on being able to more accurately capture the cost associated with the cemetery. The average cost increase for the five fee increases is approximately 17.28%. The remaining fees are recommended for decrease or stay the same. Although the fees for lot sales provide more than 100% cost recovery, the excess provides funding for the perpetual care of the cemetery. Also, further reducing the price would undercut the prices charged by the other local cemeteries.

ORDINANCE VIOLATION CHARGES

The charges in the fourth category have been established by City ordinance, as allowed by State statutes, to recover the costs incurred by the City while enforcing certain ordinance violations. Violators may also be subject to punitive fines and court costs ordered by the Municipal Court. All of these charges relate to DWI offenses, animal impoundment, or weed/tree abatement.

A total of seven charges are identified in this category. The current average cost recovery for these charges is 95.00%. If the recommended fee adjustments are approved, the average cost recovery will be 90.43%.

DWI Offenses

Special consideration is given to two charges related to DWI offenses. These charges are in addition to the court costs and fines that may be ordered by the court, which are beyond the scope and authority of this evaluation. By City ordinance the Municipal Court may impose a civil penalty against any person who is found guilty or pleads guilty to a DWI offense when the person is placed on probation. Instituted in 1994, this penalty is used to offset the operational costs of the City's in-house probation office, which has been found in a previous study to be a cost-effective alternative for both the City and offenders.

State statutes and City Code also allow the court to order persons convicted of alcohol- or drug-related traffic offenses to reimburse the City for the costs associated with their arrests. A basic schedule of such costs is maintained by the Police Department and is filed with the Municipal Prosecutor. A mechanism is provided to document and charge a higher reimbursement if the particular actions required for a specific arrest create a higher cost to the Police Department.

Weed Abatement

City Code allows the City to recover the costs of abating private property of weeds, brush, and other rank vegetation declared to be a public nuisance if the property owner fails or refuses to do so after proper notice is served. Charges have been established to accurately reflect the City's complete costs in abating nuisance weeds and to insure that the City is not the low-cost provider of mowing services for property owners.

The weed abatement fee structure parallels that established for tree abatements. An Investigation and Processing Charge recovers the administrative costs to investigate and process the weed abatement. This charge is applied to every case where the property owner does not abate the nuisance within the time specified on the abatement notice.

The City has chosen to utilize a contracted service provider to abate this nuisance. In this case, the actual contracted cost is charged to the property owner. The use of a contracted service provided for weed abatements has proven to be very successful and has effectively taken the City out of the business of mowing personal property.

Tree Abatement

Property owners who have trees that create a hazard to public ways are in violation of City Code. General Ordinance #5009, passed September 2000, clarified the wording as to what constitutes a hazard and added a mechanism for the City to recover the costs of abating nuisance trees if the property owner fails or refuses to do so after proper notice is served. The collection of these costs follows the same procedure as used in the recovery of costs for the abatement of nuisance weeds or rank vegetation on private property.

Two types of charges were established in 2001 to provide for the recovery of costs to abate nuisance trees. An Investigation and Processing Charge recovers the administration cost to investigate and process tree abatement. This charge is applied to every case where the property owner does not abate the nuisance within the time specified on the abatement notice.

An Abatement Charge establishes the minimum charge for each hour or portion thereof required by a City work crew to physically abate the conditions contained in the tree abatement notice. The total time required includes drive time, setup time, and cleanup time in addition to the direct time required to physically abate the nuisance. Alternatively, at the City's discretion, a contracted service provider may be used to abate the nuisance. In this case, that actual contracted cost is charged to the property owner rather than the costs for a City crew to complete the abatement.

Boards and Agencies

Boards and agencies, such as Parks and Art Museum boards, are allowed by City Ordinance to review and set their own schedule of charges. Accordingly, charges set by these boards and agencies were not reviewed as part of this evaluation.

ENTERPRISE FUND FEES

Fees in this section are determined differently than the other fees in this study. These fees are established to recover operating costs as well as recover long-term capital investment. They are being included in this document to ensure annual review.

Sanitary Landfill

As a City Enterprise Fund, the Integrated Solid Waste Management System (ISWMS) is not supported by general tax revenue but is supported by donations and revenues generated by the sales of Yardwaste Recycling Center (YRC) products and services, in addition to Landfill tipping fees.

Clean Water Services

Biosolids

Biosolids generated at the Northwest Treatment Plant are hauled to the Southwest Plant for processing and proper application. Prospective application sites undergo a geological and soil assessment. These assessments determine the amount of biosolids that can be applied and indicate the existence of sinkholes, losing streams, or other situations which will require a buffer zone. Farmers or other individuals responsible for the land usage are informed of this assessment and relevant management practices. The City biosolids staff delivers and applies the biosolids to the site.

Fats, Oils, and Grease (FOG) Management Plan Fees

The goal of the Plan is to reduce or eliminate Sanitary Sewer Overflows (SSOs) from the sewer system caused by FOG. SSOs have the potential to create health concerns and pollute local streams and the environment. As a result of the EPA/MDNR mandates, all Food Service Establishments (FSEs) must be permitted and inspected regularly to ensure proper FOG removal devices are in place and maintained properly. The FOG Plan implementation was a requirement included by the MDNR and the Attorney General's office in the pending Amended Consent Judgment.

Industrial Pretreatment Program (IPP) Fees

The IPP requires identification and monitoring of all commercial and industrial customers within the area served by the POTW. Significant industrial waste customers must possess a permit and follow specific self-monitoring and record keeping requirements. A determination of wastewater characteristics from commercial and industrial customers is performed by the Publicly Owned Treatment Works (POTW). Some customers may be required to pretreat their wastewater onsite and at their own cost before discharge to the City wastewater collection system. A monitoring, sampling, permitting, and inspection system is employed to work with customers to assure compliance with Local, State and Federal wastewater laws, rules, regulations, and discharge standards.

Recommended Charges and Cost Recovery



“Working with the Community”

Permit, Plan Review, and Inspection Fees

These fees are traditional fees charged by the City for the various permits issued and plan reviews and inspections conducted in relation to land development, commercial and residential construction, and specific activities within the City. Individuals and entities desiring to participate in such development or activities are required by City ordinance to apply for various permits and submit to plan reviews and inspections to ensure the public's safety, health, and general welfare.

**Permit, Plan Review, and Inspection Fees
Building Development**

Current Status Based on FY 11-12 Data

Service Description	Minimum Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Building Permits	\$100	\$100	100%	503	\$50,300
Electrical, Mechanical, Plumbing, Gas Permits	100	100	100%	2759	275,900
Other Permits	100	100	100%	131	13,100
Building Plan Review	163	936	17%	540	88,020
Fire Sprinkler System Installation Permit	\$200	\$200	100%	34	6,800
Totals					\$434,120

Proposed Fees for FY 13-14

Service Description	Proposed Min Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Building Permits	\$100	0.0%	100%	\$50,300	\$0
Electrical, Mechanical, Plumbing, Gas Permits	100	0.0%	100%	275,900	0
Other Permits	100	0.0%	100%	13,100	0
Building Plan Review	163	0.0%	17%	88,020	0
Fire Sprinkler System Installation Permit	200	0.0%	100%	6,800	0
Totals				\$434,120	\$0

***Technology Fee**

A fee of \$.01 (one cent) per square foot; minimum of \$50 is assessed for the license and maintenance of the electronic plan submission and review system.

Building Permit

Building construction requires the issuance of a permit and follow-up inspections to insure adherence to code. Permit fees are based on the building's use group, type of construction, and square footage.

Electrical, Mechanical, Plumbing, Gas Permit

Electrical, mechanical, gas fitting, and plumbing work require the issuance of permits and follow-up inspections to insure adherence to code. Permit fees are based on a percentage of the building permit fee.

Other Permits

Other permits include: Foundation/Repair Permit for Moved Structures, Towers, Floodplain Development Permit, Parking Lots, Fuel Tanks, Fence Permit, Swimming Pool Installation, Temporary Vendor Site Permit, Temporary Vendor Permit, Lawn Sprinkler System Installation, Wrecking Permit, Moving Permit, Commercial Change-Outs, and Day Care Inspections.

Fire Sprinkler System Installation Permit

Installation of Fire Sprinkler Systems requires the issuance of a permit. Currently, the permit is a flat fee.

**Permit, Plan Review, and Inspection Fees
Building Development**

Service Description	Current Status Based on FY 11-12 Data				
	Current Fee	Current Cost	Cost Recovery	Units of Service	Revenue Generated
Sign Permits	\$112	\$132	85%	547	\$61,264
Totals					\$61,264

Service Description	Proposed Fees for FY 13-14				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Sign Permits	\$112	0.0%	85%	\$61,264	\$0
Totals				\$61,264	\$0

Sign Permits

A permit is required for any new sign or alternation to an existing sign. Half (\$56.00) of this fee is related to Sign Plan Review and is non-refundable.

**Permit, Plan Review, and Inspection Fees
Building Development**

Service Description	Current Status Based on FY 11-12 Data				
	Current Fee	Current Cost	Cost Recovery	Units of Service	Revenue Generated
Sidewalk Café Permit	\$593	\$610	97%	0	\$0
Totals					\$0

Service Description	Proposed Fees for FY 13-14				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Sidewalk Café Permit	\$610	2.9%	100%	\$0	\$0
Totals				\$0	\$0

Sidewalk Café Permit

Sidewalk Café permits are required by any person desiring to place a sidewalk café on public right-of-way. The cost of the permit is based on the amount of staff time necessary to review and approve an application.

**Permit, Plan Review, and Inspection Fees
Environmental Services Department**

Service Description	Current Status Based on FY 11-12 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Deminimis Facilities	\$106	\$93	114%	5	\$530
MACT Small Facilities	106	93	114%	6	636
MACT Large Facilities	212	186	114%	1	212
Basic Facilities	317	279	114%	30	9,510
Intermediate Facilities	846	745	114%	5	4,230
Part 70 Facilities	1,269	1,117	114%	4	5,076
Totals					\$20,194

Service Description	Proposed Fees for FY 13-14				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Deminimis Facilities	\$93	-12.2%	100%	\$465	(\$65)
MACT Small Facilities	93	-12.2%	100%	\$558	(78)
MACT Large Facilities	186	-12.2%	100%	\$186	(26)
Basic Facilities	279	-11.9%	100%	\$8,370	(1,140)
Intermediate Facilities	745	-12.0%	100%	\$3,725	(505)
Part 70 Facilities	1,117	-12.0%	100%	\$4,468	(608)
Totals				\$17,772	(\$2,422)

Deminimis Facilities

An installation that has the potential to emit less than the deminimis level of any air contaminant or it has a construction permit that limits to emit less than deminimis levels.

MACT Facilities

An installation that emits a hazardous air pollutant (HAP) that is regulated by EPA as an area source and requires monitoring reports plus annual inspection to determine compliance with NESHAP MACT standard.

Basic Facilities

An installation that has the potential to emit greater than deminimis level but less than 100 tons per year of any air contaminant and issued a Basic operating permit.

Intermediate Facilities

An installation that has the potential to emit 100 tons or greater per year of any air contaminate but it has a voluntary limit to emit less than 100 tons of any air contaminant in the Intermediate operating permit.

Part 70 Facilities

An installation that has the potential to emit either 100 tons or greater per year of air contaminates or 10 tons of any single HAP or 25 tons of a combination of HAPs and issued a Part 70 operating permit.

**Permit, Plan Review, and Inspection Fees
Environmental Services Department**

Current Status Based on FY 11-12 Data					
Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Open Burning Permit	\$79	\$72	109%	15	\$1,185
Totals					\$1,185

Proposed Fees for FY 13-14					
Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Open Burning Permit	\$72	-8.5%	100%	\$1,080	(\$105)
Totals				\$1,080	(\$105)

Open Burning Permit

A property owner must obtain a permit to be able to burn brush or trees that originate on the property. The property owner has to meet several requirements in order to obtain a permit.

**Permit, Plan Review, and Inspection Fees
Environmental Services Department**

Service Description	Current Status Based on FY 11-12 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Land Disturbance Permit					
Sites < 5 acres	\$300	\$487	62%	37	\$11,100
Sites Between 5 and 20 acres	600	731	82%	9	5,400
Sites > 20 acres	1,100	1,705	65%	1	1,100
Totals					\$17,600

Service Description	Proposed Fees for FY 13-14				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Land Disturbance Permit					
Sites < 5 acres	\$350	16.7%	72%	\$12,950	\$1,850
Sites Between 5 and 20 acres	650	8.3%	89%	5,850	450
Sites > 20 acres	1,200	9.1%	70%	1,200	100
Totals				\$20,000	\$2,400

Land Disturbance Permit - Sites < 5 acres

The Land Disturbance Permit is a requirement of the City's Municipal Separate Storm Sewer System (MS4) Permit with the Missouri Department of Natural Resources under the federal National Pollutant Discharge Elimination System (NPDES) program. Permit fee is for review and approval of applications for Land Disturbance Permits on construction sites less than 5 acres.

**Land Disturbance Permit - Sites
Between 5 and 20 acres**

The Land Disturbance Permit is a requirement of the City's Municipal Separate Storm Sewer System (MS4) Permit with the Missouri Department of Natural Resources under the federal National Pollutant Discharge Elimination System (NPDES) program. Permit fee is for review and approval of applications for Land Disturbance Permits on construction sites 5 acres or greater and less than 20 acres.

Land Disturbance Permit - Sites > 20 acres

The Land Disturbance Permit is a requirement of the City's Municipal Separate Storm Sewer System (MS4) Permit with the Missouri Department of Natural Resources under the federal National Pollutant Discharge Elimination System (NPDES) program. Permit fee is for review and approval of applications for Land Disturbance Permits on construction sites 20 acres or greater.

**Permit, Plan Review, and Inspection Fees
Fire Department**

Current Status Based on FY 11-12 Data					
Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Blasting Permit (storage site)	\$172	\$168	103%	1	\$172
Blasting Permit (use site)	120	117	102%	1	120
Fireworks Permit - Ground Display	37	36	102%	3	111
Fireworks Permit - Aerial	114	112	102%	7	798
Fireworks Permit - Proximate Audience	217	212	102%	5	1,085
Fireworks Permit - Additional Display Inspection	57	56	102%	1	57
Bonfire Permit	32	31	104%	6	192
Off Gas Burn Permit	52	58	90%	2	104
Totals					\$2,639

Proposed Fees for FY 13-14					
Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Blasting Permit (storage site)	\$168	-2.6%	100%	\$168	(\$4)
Blasting Permit (use site)	117	-2.2%	100%	117	(3)
Fireworks Permit - Ground Display	36	-1.5%	100%	108	(3)
Fireworks Permit - Aerial	112	-2.0%	100%	784	(14)
Fireworks Permit - Proximate Audience	212	-2.3%	100%	1,060	(25)
Fireworks Permit - Additional Display Inspection	56	-2.0%	100%	56	(1)
Bonfire Permit	31	-3.8%	100%	186	(6)
Off Gas Burn Permit	58	10.9%	100%	116	12
Totals				\$2,595	(\$44)

Blasting Permit (storage site) A permit is required for storage of explosives within the city. Site inspections are performed, as well as checks for a current city business license and certificate of insurance for the contractor.

Blasting Permit (use site) A permit is required to do blasting within the city. Site inspections are performed, as well as checks for a current city business license and certificate of insurance for the contractor.

Fireworks Permit - Ground Display A permit is required for a ground display of fireworks.

Fireworks Permit - Aerial A permit is required for an aerial or indoor display of fireworks.

**Permit, Plan Review, and Inspection Fees
Fire Department**

Descriptions continued:

<u>Fireworks Permit - Proximate Audience</u>	A permit is required for all proximate audience fireworks. The use of proximate audience fireworks must be in accordance with the International Fire Code, NFPA 1126, Standard for the Use of Pyrotechnics before a Proximate Audience and Missouri Revised Statute 320.106 through 320.161, and the Springfield Fire Department policies.
<u>Fireworks Permit - Additional Display Inspection</u>	All the fireworks permits include one display inspection. This fee will be assessed for each additional display at the same location.
<u>Bonfire Permit</u>	A permit is required for a bon fire with a fire greater than 3 ft. by 2 ft. high.
<u>Off Gas Burn Permit</u>	In compliance with International Fire Code, this permit is granted for open burning of propane vapors from a storage tank, by authority of Springfield Fire Code, Section 105.6.

Permit, Plan Review, and Inspection Fees
Planning & Development Department

Service Description	Current Status Based on FY 11-12 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Planned Development - Preliminary	\$2,010	\$2,116	95%	4	\$8,040
Planned Development - Final (Administrative)	483	746	65%	8	3,864
Planned Development - Final (Comm/Council)	528	1140	46%	2	1,056
Administrative Subdivision	265	319	83%	99	26,235
Lot Combination - Substantial Impact	240	250	96%	0	0
Lot Combination - No Substantial Impact	41	82	50%	34	1,394
Subdivision Variance	575	610	94%	0	0
Totals					\$40,589

Service Description	Proposed Fees for FY 13-14				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Planned Development - Preliminary	\$2,116	5.3%	100%	\$8,464	\$424
Planned Development - Final (Administrative)	586	21.4%	79%	4,688	824
Planned Development - Final (Comm/Council)	641	21.4%	56%	1,282	226
Administrative Subdivision	295	11.4%	93%	29,205	2,970
Lot Combinations - Substantial Impact	250	4.1%	100%	0	0
Lot Combinations - No Substantial Impact	46	11.4%	55%	1,564	170
Subdivision Variance	610	6.0%	100%	0	0
Totals				\$45,203	\$4,614

Planned Development - Preliminary

The preliminary plan for property development that either cannot be accommodated by the existing zoning laws or that requires additional regulations to protect a neighborhood from the proposed development. A specific ordinance approved by the Planning and Zoning Commission and City Council is produced, which also specifies how the final development plan may be approved.

Planned Development - Final (Administrative)

Submitted site plan, which can be administratively approved, that shows specific development and how it complies with the preliminary development plan.

Planned Development - Final (Commission/Council)

Submitted site plan, which must be approved by the Planning and Zoning Commission and City Council, that shows specific development and how it complies with the preliminary development plan.

Permit, Plan Review, and Inspection Fees
Planning & Development Department

<u>Administrative Subdivision</u>	A subdivision of previously platted property with no public improvements that may be administratively approved.
<u>Lot Combination - Substantial Impact</u>	An administrative lot combination that substantially increases the potential for development or substantially increases demands on public infrastructure serving existing and proposed tracts, and parcels or lots.
<u>Lot Combination - No Substantial Impact</u>	An administrative lot combination that does not substantially increase the potential for development or does not substantially increase demands on public infrastructure serving existing and proposed tracts and parcels or lots.
<u>Subdivision Variance</u>	A request for modification of the standard subdivision regulations.

**Permit, Plan Review, and Inspection Fees
Planning & Development Department**

Current Status Based on FY 11-12 Data					
Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Board of Adjustment	\$1,100	\$1,171	94%	4	\$4,400
Conditional Use Permit	1,272	1,355	94%	4	5,088
Relinquishment of Easement	607	638	95%	16	9,712
Vacations	769	879	87%	3	2,307
Zonings	1,443	1,562	92%	15	21,645
Totals					\$43,152

Proposed Fees for FY 13-14					
Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Board of Adjustment	\$1,171	6.4%	100%	\$4,684	\$284
Conditional Use Permit	1,355	6.5%	100%	5,420	332
Relinquishment of Easement	638	5.1%	100%	10,208	496
Vacations	856	11.4%	97%	2,568	261
Zonings	1,562	8.2%	100%	23,430	1,785
Totals				\$46,310	\$3,158

Board of Adjustment	A property owner request for modification of the standard zoning ordinance regulations because strict enforcement of the regulations creates some type of hardship upon the utilization of the property.
Conditional Use Permit	Allows land to be used for certain specified uses subject to specified conditions.
Relinquishment of Easement	Legal measure where the City gives up its right to cross private property with public utility lines (gas, water, electric, sanitary sewer) because the easement is no longer needed.
Vacations	Changes the ownership of a street or alley from public to private, or voids a platted subdivision.
Zonings	A change in a property's zoning to allow a land use that is not under the existing zoning.

Permit, Plan Review, and Inspection Fees
Planning & Development Department

Current Status Based on FY 11-12 Data					
Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Preliminary Plat	\$1,411	\$1,552	91%	7	\$9,877
Preliminary Plat Renewal	629	698	90%	0	0
Final Plat (Administrative)	505	608	83%	8	4,040
Final Plat (Commission/Council)	963	1074	90%	2	1,926
Final Plat Appeal	455	529	86%	0	0
Totals					\$15,843

Proposed Fees for FY 13-14					
Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Preliminary Plat	\$1,552	10.0%	100%	\$10,864	\$987
Preliminary Plat Renewal	698	11.0%	100%	0	0
Final Plat (Administrative)	562	11.4%	93%	4,496	456
Final Plat (Commission/Council)	1073	11.4%	99%	2,146	220
Final Plat Appeal	507	11.4%	96%	0	0
Totals				\$17,506	\$1,663

Preliminary Plat The submission of preliminary plans to subdivide private property into sellable lots.

Preliminary Plat Renewal Required if the final plat is not submitted within one year of City Council approval of the preliminary plat.

Final Plat (Administrative) Final version of a subdivision that will be recorded, creating sellable lots. City staff may approve administratively if the final plat submittal conforms to the preliminary plat that was approved by City Council.

Final Plat (Commission/Council) Final version of a subdivision that must be approved by the Planning and Zoning Commission and City Council because it does not meet the adopted criteria for administrative approval.

Final Plat Appeal An appeal may be made to the Planning and Zoning Commission and City Council for approval of a final plat that was administratively denied.

Permit, Plan Review, and Inspection Fees
Planning & Development Department

Application Description	Current Status Based on FY 11-12 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Administrative Tract Certification	\$34	\$36	93%	51	\$1,734
Annexation	808	837	97%	0	0
Master Sign Plan	381	403	95%	2	762
Request to Extend Security Agreement	93	99	94%	0	0
Street Name Change	549	576	95%	0	0
Subdivision Variance	46	48	95%	2	92
Zoning Certificate	37	43	86%	30	1,110
Totals					\$3,698

Application Description	Proposed Fees for FY 13-14				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Administrative Tract Certification	\$36	7.2%	100%	\$1,836	\$102
Annexation	837	3.6%	100%	0	0
Master Sign Plan	403	5.8%	100%	806	44
Request to Extend Security Agreement	99	6.0%	100%	0	0
Street Name Change	576	4.9%	100%	0	0
Subdivision Variance	48	4.9%	100%	96	4
Zoning Certificate	41	11.4%	96%	1,230	120
Totals				\$3,968	\$270

Administrative Tract Certification

A property owner requests staff to certify that the subdivision of the tract was lawful under this ordinance at the time the existing property description was recorded or that the property existed in its present configuration prior to its annexation into the City or prior to March 26, 1956 (the date of the adoption of the present subdivision regulations).

Annexation

An applicant would request the city to incorporate their property within the domain of the City of Springfield.

Master Sign Plan

An applicant can apply for a master sign plan which would allow multiple on-premise signs as long as the effective area of the signs do not exceed the total allowed sign area for the zoning district.

**Permit, Plan Review, and Inspection Fees
Planning & Development Department**

Descriptions continued:

Request to Extend Security Agreement

An applicant may request Section 303(2) of the Subdivision Regulations which states that the Commission "may, upon proof of hardship, extend the completion date set forth in said bond or agreements for a maximum period of one additional year; provided a request for said extension is made prior to the end of the one year following recordation and provided the amount of said security agreement is revised pursuant to a revised estimate by the Department of Public Works."

Street Name Change

A citizen or the city may request to change a street name if there are any emergency management issues or inconsistencies with the current addressing system. Emergency Communications (E-911) requests many of these and we would not charge 911. We will only charge for private requests.

**Subdivision Variance with a
Preliminary Plat**

An applicant will often request a subdivision variance at the same time as their Preliminary Plat. The Subdivision Variance is a request to vary from the City of Springfield Subdivision Regulations if certain criteria can be met.

Zoning Certificate

An applicant would apply to have staff provide official certification of the zoning district of a particular property on the date the zoning certificate is issued. The zoning certificate also provides notice of any rezoning applications on file for the property in the Planning and Development Department office.

**Permit, Plan Review, and Inspection Fees
Planning & Development Department**

Current Status Based on FY 11-12 Data

Service Description	Current Fee	Current Cost	Cost Recovery	Units of Service	Revenue Generated
Administrative Re-Plat - Commercial	\$952	\$979	97%	13	\$12,376
Administrative Re-Plat - Residential	774	790	98%	4	3,096
Administrative Condo	1021	1049	97%	2	2,042
Totals					\$17,514

Proposed Fees for FY 13-14

Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Administrative Re-Plat - Commercial	\$979	2.9%	100%	\$12,727	\$351
Administrative Re-Plat - Residential	790	2.1%	100%	3,160	64
Administrative Condo	1049	2.8%	100%	2,098	56
Totals				\$17,985	\$471

**Administrative Re-Plat Commercial
and Residential**

The subdivision of land shall be classified as an administrative re-plat if an existing lot in a previously recorded subdivision is subdivided into not more than five (5) tracts, parcels or lots, and does not include the dedication of a new street or other public way or change in existing streets or alleys. The only difference between commercial and residential is whether it is a subdivision of commercially or residentially zoned land.

Administrative Condo

The subdivision of an existing structure or structures on a lot of record into units on a common element.

**Permit, Plan Review, and Inspection Fees
Police Department**

Service Description	Current Status Based on FY 11-12 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Taxi Cab Driver Permit Fee	\$37	\$72	52%	113	\$4,181
Taxi Cab Driver Permit Fee Renewal	37	43	86%	2	74
Totals					\$4,255

Service Description	Proposed Fees for FY 13-14				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Taxi Cab Driver Permit Fee	\$45	21.6%	63%	\$5,085	\$904
Taxi Cab Driver Permit Fee Renewal	41	10.8%	95%	82	8
Totals				\$5,167	\$912

Taxi Cab Driver Permit

A permit must be obtained to operate a taxi in the City of Springfield. The fee defrays the cost to administer testing and fingerprinting of new applicants and the background check and processing for all applicants.

**Permit, Plan Review, and Inspection Fees
Public Health**

Current Status Based on FY 11-12 Data

Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Food Permit - High Risk Establishment	\$408	\$413	99%	451	\$184,008
Food Permit - Medium Risk Establishment	190	192	99%	351	66,690
Food Permit - Low Risk Establishment	113	114	99%	284	32,092
Totals					\$282,790

Proposed Fees for FY 13-14

Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Food Permit - High Risk Establishment	\$413	1.2%	100%	\$186,263	\$2,255
Food Permit - Medium Risk Establishment	192	1.1%	100%	67,392	702
Food Permit - Low Risk Establishment	114	0.9%	100%	32,376	284
Totals				\$286,031	\$3,241

Food Permit

The Public Health Department evaluates establishments according to a risk-based model. A risk-based food inspection program is one that uses an inspection approach that evaluates and focuses on the reduction of risk factors known to cause or contribute to foodborne illness, and to promote active managerial control of these risk factors and uses the associated risk level of a food operation to determine inspection frequency. Risk level assignment will use the terms low, medium, and high. Those establishments that are considered to fall into the low risk category will be inspected once annually, those that fall into the medium risk category will be inspected twice annually, and those that fall into the high risk category will be inspected three times annually.

**Permit, Plan Review, and Inspection Fees
Public Health**

Current Status Based on FY 11-12 Data

Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Temporary Food Establishment Permit	\$55	\$104	53%	134	\$7,370
Mobile Food Establishment Permit - High	153	155	99%	42	6,426
Mobile Food Establishment Permit - Low	51	52	98%	16	816
Totals					\$14,612

Proposed Fees for FY 13-14

Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Temporary Food Establishment Permit	\$61	10.9%	58%	\$8,174	\$804
Mobile Food Establishment Permit - High	155	1.3%	100%	6,510	84
Mobile Food Establishment Permit - Low	52	2.0%	100%	832	16
Totals				\$15,516	\$904

Temporary Food Establishment Permit

A temporary food establishment is defined as a food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration. This does not include: sales of non-potentially hazardous, prepackaged food; produce stands that sell only whole, uncut fruits and vegetables; non-potentially hazardous foods prepared in a private home for farmer's markets or bake sales; sampling in an established retail setting or trade show to promote the sale of the product being sampled; and closed events with invited guests, such as wedding receptions. This fee is being set below cost because a higher fee would be a burden on some of the establishments and might put them out of business.

Mobile Food Establishment Permit - High

A mobile food permit is for self-contained mobile concession units that have a source of pressurized hot water from a portable water supply and a wastewater tank to store waste water that sells potentially hazardous products. Mobile trailers, as well as push-carts (that prepare food on the cart), are on wheels and can be easily moved from vending site to vending site.

Mobile Food Establishment Permit - Low

A mobile food permit is for self-contained mobile concession units that have a source of pressurized hot water from a portable water supply and a wastewater tank to store waste water that sells non-potentially hazardous products. Mobile trailers, as well as push-carts (that prepare food on the cart), are on wheels and can be easily moved from vending site to vending site.

**Permit, Plan Review, and Inspection Fees
Public Health**

Current Status Based on FY 11-12 Data					
Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Trash Truck Inspections	\$14	\$26	53%	145	\$2,030
Totals					\$2,030

Proposed Fees for FY 13-14					
Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Trash Truck Inspections	\$16	11.4%	60%	\$2,261	\$231
Totals				\$2,261	\$231

Trash Truck Inspections Trash trucks are inspected annually for compliance with sanitation requirements.

Permit, Plan Review, and Inspection Fees
Public Works Department

Service Description	Current Status Based on FY 11-12 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Commercial Driveway Permit					
Improved	\$78	\$101	77%	40	\$3,120
Unimproved	78	101	77%	10	780
Residential Driveway Permit					
Improved	50	62	80%	99	4,950
Unimproved	75	82	91%	22	1,650
Excavation Permit	14	21	66%	1018	14,252
Excavation Inspection	66	129	51%	0	0
Totals					\$24,752

Service Description	Proposed Fees for FY 13-14				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Commercial Driveway Permit					
Improved	\$87	11.4%	86%	\$3,480	\$360
Unimproved	87	11.4%	86%	870	90
Residential Driveway Permit					
Improved	56	11.4%	89%	5,544	594
Unimproved	84	11.4%	101%	1,838	188
Excavation Permit	17	21.4%	81%	17,306	3,054
Excavation Inspection	80	21.4%	62%	0	0
Totals				\$29,038	\$4,286

Driveway Permit

Permits must be obtained for all driveway construction and improvements. **Improved** refers to a driveway which connects to a street with concrete curbs and gutters. **Unimproved** refers to a driveway which connects to a street without concrete curbs and gutters.

Excavation Permit

Permits must be obtained to perform excavations in the City's rights-of-way.

Excavation Inspection

An inspection fee is charged when an excavation does not involve any City-performed street repair. This typically means that it's an excavation in an alley or on the right-of-way off to the side of the street, as is typical of phone company projects.

Permit, Plan Review, and Inspection Fees
Public Works Department

Current Status Based on FY 11-12 Data					
Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Taxicab Inspection	\$29	\$28	104%	76	\$2,204
Wrecker Inspection	29	28	104%	1	29
Totals					\$2,233

Proposed Fees for FY 13-14					
Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Taxicab Inspection	\$28	-3.4%	100%	\$2,128	(\$76)
Wrecker Inspection	28	-3.4%	100%	28	(1)
Totals				\$2,156	(\$77)

Taxicab Inspection Taxicabs are inspected annually for compliance with safety and equipment requirements.

Wrecker Inspection Wreckers are inspected annually for compliance with safety and equipment requirements.

Licensing Fees

Two of the fees in this section are related to liquor licenses and allow the City to recover 100% of the costs incurred. The third fee is related to the security and background checks that the City performs on persons engaging in the business activity of tanning salons. The fourth fee is related to the after-hours establishment. The fees will allow the City to recover 100% of the costs incurred.

Licensing Fees
Finance - Licensing Department

Service Description	Current Status Based on FY 11-12 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Letters of Approval for Catering	\$15-\$30/day	N/A			
Liquor License Location Investigation	\$70	\$81	86%	64	\$4,480
Totals					\$4,480

Service Description	Proposed Fees for FY 13-14				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Letters of Approval for Catering	\$15-\$30/day	N/A			
Liquor License Location Investigation	\$77	10.0%	95%	\$4,928	\$448
Totals				\$4,928	\$448

Letters of Approval for Catering

Fee to be charged is set by Missouri Statute sections 311.220 and 311.485 of the Liquor Control Law. These letters of approval are for caterers or other persons holding licenses to serve liquor at a particular function, occasion or event at a particular location other than the licensed premises.

**Liquor License Location Investigation-
Determining Restrictions**

When a liquor license application is submitted, investigation of the location for licensing restrictions is required. The investigation involves checking restrictions regarding zoning, residential zoned property, church park, school and other liquor license locations.

Licensing Fees
Finance - Licensing Department

Current Status Based on FY 11-12 Data					
Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Tanning Location Security & Background Check Fee	\$134	\$132	101%	0	\$0
Totals					\$0

Proposed Fees for FY 13-14					
Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Tanning Location Security & Background Check Fee	\$132	-1.1%	100%	\$0	\$0
Totals				\$0	\$0

Tanning Location Security & Background Check Fee

In February of 2007, Springfield City Council passed Ordinance 5653 that added certain provisions regulating the licensing and operation of tanning salons and businesses. For compliance with this ordinance, security and background checks are performed by the City on persons engaging in this type of business activity. This fee recovers the costs incurred by the Licensing and Police Departments in performing this task.

Licensing Fee
Finance - Licensing Department

Current Status Based on FY 11-12 Data					
Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
After-Hours Establishment Investigation	\$137	\$137	100%	0	\$0
Background Check Fee	Contract	Contract	100%	0	\$0
Totals					\$0

Proposed Fees for FY 13-14					
Service Description	Proposed Fee	%Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
After-Hours Establishment Investigation	\$137	0.0%	100%	\$0	\$0
Background Check Fee	Contract	Contract	100%	N/A	N/A
Totals				\$0	\$0

After-Hours Establishment Investigation

In March of 2011, Springfield City Council passed Ordinance 5923 that establishes the regulations and licensing requirements for after-hours establishments. City Code provides for the recovery of the costs incurred by the City to investigate applications for permission to operate an after-hours establishment.

Background Check

The property owner will be charged the contractor's charge to the City to have the background check performed.

Charges for Services

This category of charges is for services that are not regulatory in nature, nor imposed by City ordinance. These services provide a tangible product to a relatively small number of individuals and entities, with some services offered as an alternative to what is available in the private sector. The consumers of these City services have the freedom to choose whether or not the products provided have enough value to justify paying the established charges.

**Charges for Services
Fire Department**

Service Description	Current Status Based on FY 11-12 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Fire Station Room Rental	\$36	\$35	102%	515	\$18,540
Totals					\$18,540

Service Description	Proposed Fees for FY 13-14				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Fire Station Room Rental	\$35	-2.8%	100%	\$18,094	(\$446)
Totals				\$18,094	(\$446)

Community Room Rental

Community Rooms are located at five Springfield Fire Stations and may be rented to the public for meetings and events. This fee is waived for other public agencies and government entities requiring the room(s) for their official business.

**Charges for Services
Fire Department**

Service Description	Current Status Based on FY 11-12 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Regional Fire Training Center					
Fire training building (2-hour minimum)	\$0	\$50	0%	0	0
Fire Engine per hour (2-hour minimum)	0	85	0%	0	0
Ladder Truck per hour (2-hour minimum)	0	150	0%	0	0
Gear Cleaning	0	10	0%	0	0
Totals					\$0

Service Description	Proposed Fees for FY 13-14				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Regional Fire Training Center					
Fire training building (2-hour minimum)	\$50	0.0%	100%	0	0
Fire Engine per hour (2-hour minimum)	50	0.0%	59%	0	0
Ladder Truck per hour (2-hour minimum)	100	0.0%	67%	0	0
Gear Cleaning	10	0.0%	100%	0	0
Totals				\$0	\$0

Fire Training Building

Fire training buildings include; flashover building, burn building and the Positive Pressure Attack (PPA) building. This fee includes inclusive use of the facility. Additional consumable materials used, will be charged based on actual costs.

Equipment

At least one driver/operator with the Springfield Fire Department must be used. This fee has been set lower than the FEMA equipment rate because the City believes the cost should not be so high that it would discourage users.

Gear Cleaning

Gear cleaning service includes detergent and use of the extractor. 4-6 sets of gear may be cleaned in one use.

Personnel (various)

The rate for use of Springfield Fire personnel is equivalent to the Event Activities rate defined within the fee study.

**Charges for Services
Fire Department**

Service Description	Current Status Based on FY 11-12 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Staff and equipment rates for event activities					
Firefighter per hour	\$28	\$28	100%	16	\$448
Equip. Operator/Rescue Specialist per hour	38	38	100%	7	247
Fire Captain per hour	41	41	100%	5	185
Fire Marshall per hour	43	44	99%	0	0
Battalion Chief per hour	48	48	99%	0	0
Assistant Fire Chief per hour	71	71	100%	0	0
Fire Chief per hour	95	99	96%	0	0
Fire Engine per hour	85	85	100%	0	0
Ladder Truck per hour	150	150	100%	0	0
Brush Truck per hour	22	22	100%	0	0
Chief's Vehicle per mile	0.50	0.50	100%	0	0
Totals					\$880

Service Description	Proposed Fees for FY 13-14				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Staff and equipment rates for event activities					
Firefighter per hour	\$28	0.0%	100%	\$448	\$0
Equip. Operator/Rescue Specialist per hour	38	0.0%	100%	247	0
Fire Captain per hour	41	0.0%	100%	185	0
Fire Marshall per hour	44	0.0%	100%	0	0
Battalion Chief per hour	48	0.6%	100%	0	0
Assistant Fire Chief per hour	71	0.1%	100%	0	0
Fire Chief per hour	99	4.2%	100%	0	0
Fire Engine per hour	85	0.0%	100%	0	0
Ladder Truck per hour	150	0.0%	100%	0	0
Brush Truck per hour	22	0.0%	100%	0	0
Chief's Vehicle per mile	0.50	0.0%	100%	0	0
Totals				\$880	\$0

Event Activities

City code provides for the recover of the costs incurred by the City when an event requires fire department personnel to be called in off-duty.

Off-duty personnel cost is calculated at 125% of the standard rate. One hour will be added to the cost per position to cover travel to and from the event site.

The department requires a minimum of 4 hours per position, per day for call-in.

**Charges for Services
Fire Department**

Service Description	Current Status Based on FY 11-12 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Staff and equipment rates for a hazardous substance release					
Firefighter per hour	\$23	\$23	100%	0	\$0
Equip. Operator/Rescue Specialist per hour	30	30	99%	0	0
Fire Captain per hour	33	33	99%	0	0
Fire Marshall per hour	35	35	100%	0	0
Battalion Chief per hour	38	39	98%	0	0
Assistant Fire Chief per hour	57	57	100%	0	0
Fire Chief per hour	76	79	96%	0	0
Fire Engine per hour	85	85	100%	0	0
Ladder Truck per hour	150	150	100%	0	0
Brush Truck per hour	22	22	100%	0	0
Chief's Vehicle per mile	0.50	0.50	100%	0	0
Totals					\$0

Service Description	Proposed Fees for FY 13-14				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Staff and equipment rates for a hazardous substance release					
Firefighter per hour	\$23	0.0%	100%	\$0	\$0
Equip. Operator/Rescue Specialist per hour	30	1.3%	100%	0	0
Fire Captain per hour	33	0.6%	100%	0	0
Fire Marshall per hour	35	0.0%	100%	0	0
Battalion Chief per hour	39	1.6%	100%	0	0
Assistant Fire Chief per hour	57	-0.3%	100%	0	0
Fire Chief per hour	79	4.2%	100%	0	0
Fire Engine per hour	85	0.0%	100%	0	0
Ladder Truck per hour	150	0.0%	100%	0	0
Brush Truck per hour	22	0.0%	100%	0	0
Chief's Vehicle per mile	0.50	0.0%	100%	0	0
Totals				\$0	\$0

Hazardous Substance Release

City code provides for the recovery of the costs of a hazardous substance release if any of the following circumstances are met: when level A or B protection is used; when the on-scene time exceeds 2 hours; when the loss of equipment/supplies is greater than \$50.00; or is outside the City of Springfield.

Incidents not involving fire, standard rate applies with no charge for the first hour. Incidents involving fire, 50% of the standard rate applies with no charge for the first hour.

Responses outside the City of Springfield; on-duty personnel the standard rate applies; recalled personnel 125% of the standard rate applies.

Cost of supplies and damaged equipment, actual replacement costs apply.

**Charges for Serices
Municipal Court**

Service Description	Current Status Based on FY 11-12 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Access to Conviction Records (Per Name)	\$8	\$8	100%	435	\$3,480
Totals				435	\$3,480

Service Description	Proposed Fees for FY 13-14				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Access to Conviction Records (Per Name)	\$8	0.0%	100%	\$3,480	\$0
Totals				\$3,480	\$0

Access to Conviction Records

Research court conviction records for individual names as requested. The charge is for each name to be researched.

**Charges for Services
Police Department**

Current Status Based on FY 11-12 Data

Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Accident/Incident Report	\$2	\$2	100%	19,200	\$28,800
Totals					\$28,800

Proposed Fees for FY 13-14

Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Accident/Incident Report	\$2	0.0%	100%	\$28,800	\$0
Totals				\$28,800	\$0

Accident/Incident Report

Accident and incident reports may be purchased through the Police Department. The charge is for each report requested.

**Charges for Services
Police Department**

Service Description	Current Status Based on FY 11-12 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
1st Time Special Events Application Fee	\$0	\$106	0%	42	\$0
Repeat Special Event Application Fee	0	53	0%	44	0
Late Special Events Application Fee	0	26	0%	1	0
Police Car Fee					
1 to 5 Cars	0	25	0%	27	0
6 to 10 Cars	0	50	0%	9	0
11 to 20 Cars	0	100	0%	7	0
21 to 30 Cars	0	200	0%	0	0
31 to 40 Cars	0	300	0%	0	0
41+ Cars	0	400	0%	1	0
Totals					\$0

Service Description	Proposed Fees for FY 13-14				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
1st Time Special Events Application Fee	\$75	N/A	71%	\$3,150	\$3,150
Repeat Special Event Application Fee	25	N/A	47%	1,100	1,100
Late Special Events Application Fee	25	N/A	95%	25	25
Police Car Fee					
1 to 5 Cars	25	N/A	100%	675	675
6 to 10 Cars	50	N/A	100%	450	450
11 to 20 Cars	100	N/A	100%	700	700
21 to 30 Cars	200	N/A	100%	0	0
31 to 40 Cars	300	N/A	100%	0	0
41+ Cars	400	N/A	100%	400	400
Totals				\$6,500	\$6,500

1st Time Special Events Application Fee Special events are events of general public interest, of temporary duration, and open to the public in a non-discriminatory manner. If your event falls under this description you must submit an application with fee to the Springfield Police Department a minimum of 30 days before the desired event date.

Repeat Special Event Application Fee Special events that have previously paid the 1st Time Special Event Application Fee that are being held again. Will allow only minor modifications deemed necessary by the Springfield Police Department.

Late Special Events Application Fee This fee is assessed when applications are received less than 30 days prior to event.

Police Car Fee Fee is in addition to the application fee and is assessed when event requires a squad car be present.

**Charges for Services
Police Department**

Current Status Based on FY 11-12 Data

Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Photo to CD (Hard drive or CD)	\$30	\$31	96%	2320	\$69,600
Photo to CD (First Roll of Film)	38	36	107%	13	494
Video to CD	45	43	105%	270	12,150
Audio to CD	30	30	100%	5	150
Totals				2608	\$82,394

Proposed Fees for FY 13-14

Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Photo to CD (Hard drive or CD)	\$31	3.7%	100%	\$72,167	\$2,567
Photo CD (First Roll of Film)	36	-6.3%	100%	463	(31)
Video to CD	43	-5.1%	100%	11,534	(616)
Audio to CD	30	0.0%	100%	150	0
Totals				\$84,314	\$1,920

Photo to CD

Legal defense firms and insurance companies may purchase crime and accident scene photographs taken by the department as evidence for prosecution.

Video to CD

Legal defense firms and insurance companies may purchase video of arrests taken by cameras in police cars.

Audio to CD

Legal defense firms and insurance companies may purchase audio of 911 calls.

**Charges for Services
Police Department**

Current Status Based on FY 11-12 Data					
Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Police Firing Range Per Hour	\$45	\$80	57%	0	\$0
Totals					\$0

Proposed Fees for FY 13-14					
Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Police Firing Range Per Hour	\$45	0.0%	57%	\$0	\$0
Totals				\$0	\$0

Police Firing Range Per Hour

This facility has 20 shooting stations which allows for 100 yard targets. There is also a 25-yard range available for 16 additional stations. Staff will be on hand for use of facilities. This service is only available to other law enforcement agencies. All agencies must bring their own ammunition and cleaning supplies. The fee has been set at \$45 because the City believed the cost should not be so high that it would discourage users.

**Charges for Services
Police Department**

Service Description	Current Status Based on FY 11-12 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Motor School	\$750	\$979	77%	0	\$0
Totals					\$0

Service Description	Proposed Fees for FY 13-14				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Motor School	\$750	0.0%	77%	\$0	\$0
Totals				\$0	\$0

Motor School	<p>This 80-hour course will provide training to officers from agencies other than the Springfield Police Department in the operation of a police motorcycle. Completion of this course will allow agencies to certify their officers to use police motorcycles on-duty. The fee has been set at \$750 because the City believes the cost should not be so high that it would discourage users.</p>
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**Charges for Services
Public Health**

Service Description	Current Status Based on FY 11-12 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Animal Turn-in by Owner	\$20	\$37	54%	319	\$6,380
Totals					\$6,380

Service Description	Proposed Fees for FY 13-14				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Animal Turn-in by Owner	\$20	0.0%	54%	\$6,380	\$0
Totals				\$6,380	\$0

Animal Turn-in by Owner

This fee will cover expenses incurred from officer time gathering information from owner relinquishing animal, performing a wellness check, taking the animal's photo and loading it onto the database. Also covers the cost of food for the first day and kennel cleaning services. Mother animal brought in with litter will be treated as one animal for charging purposes. The fee has been set at \$20 because the City believes that the cost should not be so high that it would discourage citizens from turning in animals.

**Charges for Services
Public Health**

Current Status Based on FY 11-12 Data					
Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Animal Vaccination	\$8	\$18	45%	2309	\$18,472
Totals					\$18,472

Proposed Fees for FY 13-14					
Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Animal Vaccination	\$8	0.0%	45%	\$18,472	\$0
Totals				\$18,472	\$0

Animal Vaccination

The fee will cover the cost of vaccinating the animals against disease, preventing kennel cough, deworming those animals with symptoms and all puppies. The fee has been set at \$8 because the City believes that the cost should not be so high that it would discourage citizens from vaccinating animals.

**Charges for Services
Public Health**

Service Description	Current Status Based on FY 11-12 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Hepatitis B testing	\$30	\$38	79%	43	\$1,290
Totals					\$1,290

Service Description	Proposed Fees for FY 13-14				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Hepatitis B testing	\$33	10.0%	87%	\$1,419	\$129
Totals				\$1,419	\$129

Hepatitis B testing

The Public Health Department charges for a Hepatitis B surface antigen screening. The screening tool is used to detect acute cases of illness caused by the Hepatitis B virus. Blood is drawn at the Health Department by Laboratory staff and sent to Cox Hospital for testing.

**Charges for Services
Public Health**

Current Status Based on FY 11-12 Data

Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Thermometer Calibration	\$52	\$63	83%	35	\$1,820
Totals					\$1,820

Proposed Fees for FY 13-14

Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Thermometer Calibration	\$57	9.6%	91%	\$1,995	\$175
Totals				\$1,995	\$175

Thermometer Calibration Fee

The Public Health Department charges for the calibration of thermometers. Calibration is performed to assure temperature dependent processes are within acceptable parameters. To be considered accurate, a thermometer must be calibrated to measure within +/- 0.5° F. This service is utilized by milk inspectors.

**Charges for Services
Public Health**

Current Status Based on FY 11-12 Data					
Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Vaccine Administration Fee	\$30	\$32	94%	3219	\$96,570
Vaccine Administration Fee - Food Handlers	5	32	16%	262	1,310
Vaccine Administration Fee - Non-Greene County Resident	60	49	123%	0	0
Totals					\$97,880

Proposed Fees for FY 13-14					
Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Vaccine Administration Fee	\$32	6.7%	100%	\$103,008	\$6,438
Vaccine Administration Fee - Food Handlers	5	0.0%	16%	\$1,310	0
Vaccine Administration Fee - Non-Greene County Resident	49	-19.0%	100%	0	0
Totals				\$104,318	\$6,438

Vaccine Administration Fee

The Public Health Department charges for adult vaccinations to individuals and provides immunizations to work groups such as city departments, county departments, area fire/police departments, schools, and long-term care facilities. Food handlers are charged a minimal fee. The rationale for a reduced charge for food handlers is the public health safety issue and to reduce barriers to receiving the vaccine.

Non-Greene County Fee

Residents within Greene County pay for public health services through a property mil tax. Non-Greene Country residents to not pay this tax; this fee recovers the vaccine administration for non-residents.



"Working with the Community"

**Charges for Services
Public Works Department**

Hazelwood Cemetery (Burial Services)

Service Description	Current Status Based on FY 11-12 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Open/Close - Adult Grave	\$727	\$724	100%	71	\$51,617
Open/Close - Adult Grave (Economy)	582	724	80%	9	5,238
Open/Close - Infant Grave	445	549	81%	0	0
Open/Close - Cremains	319	549	58%	39	12,441
Additional Fee for Saturday Services	326	672	48%	13	4,238
Disinterment Charges - Adults	808	805	100%	0	0
Disinterment Charges - Infants	567	629	90%	0	0
Disinterment Charges - Cremains	198	629	31%	0	0
Lot Sales	720	103	699%	33	23,760
Lot Sales - Historical Graves	1,031	310	333%	0	0
Lot Sales - Reinstated Graves	0	520	0%	0	0
Totals					\$97,294

Service Description	Proposed Fees for FY 13-14				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Open/Close - Adult Grave	\$724	-0.4%	100%	\$51,428	(\$189)
Open/Close - Adult Grave (Economy)	579	-0.4%	80%	5,215	(23)
Open/Close - Infant Grave	495	11.2%	90%	0	0
Open/Close - Cremains	387	21.4%	71%	15,101	2,660
Additional Fee for Saturday Services	396	21.4%	59%	5,144	906
Disinterment Charges - Adults	805	-0.4%	100%	0	0
Disinterment Charges - Infants	629	11.0%	100%	0	0
Disinterment Charges - Cremains	240	21.4%	38%	0	0
Lot Sales	720	0.0%	699%	23,760	0
Lot Sales - Historical Graves	1,030	-0.1%	332%	0	0
Lot Sales - Reinstated Graves	1,240	0.0%	238%	0	0
Totals				\$100,648	\$3,354

Open/Close - Adult/Infant Grave/Cremains

The charge for preparing the grave site for an adult or infant burial or burial of remains of cremation.

Open/Close -Adult Grave (Economy)

The charge for preparing the grave site for indigent families is reduced, based on the recommendations of the funeral director.

Additional Fee for Saturday Services

The charge for Saturday burial services is increased due to the cost of overtime for employees performing the service.

Charges for Services
Public Works Department

Descriptions continued:

Disinterment Charges

The charge for moving the remains from one grave site to another.

Lot Sales - Historical Graves

The lot sale and the charge for researching and field verifying leftover plots throughout the cemetery.

Abandoned Lot Sales

State statute allows the City to declare graves abandoned if unused for more than 75 years. The charge recovers the cost of filing the public notices and recording fee, conducting field study of the lot and research by the City Attorney's Office.

Charges for Services
Public Works Department

Service Description	Current Status Based on FY 11-12 Data				Proposed Charges for FY 13-14		
	Size	Current Fee	City Cost	Cost Recovery	Proposed Fee	% Change in Fee	New Cost Recovery
Regulatory Signs:							
STOP	30"	\$106	\$104	102%	\$104	-1.9%	100%
STOP	36"	116	114	102%	114	-1.7%	100%
30" STOP with All Way Plaque	30"	112	110	102%	110	-1.8%	100%
36" STOP with All Way Plaque	36"	122	120	102%	120	-1.6%	100%
30" STOP with double street names (6 3/4")	-	197	195	101%	195	-1.0%	100%
30" STOP with double street names (9")	-	224	245	91%	245	9.4%	100%
30" STOP with double street names and cross traffic does not stop (6 3/4")	-	216	214	101%	214	-0.9%	100%
30" STOP with double street names and cross traffic does not stop (9")	-	244	265	92%	265	8.6%	100%
30" STOP with double street names and Street Ends or No Outlet (6 3/4")	-	188	186	101%	186	-1.1%	100%
30" STOP with double street names and Street Ends or No Outlet (9")	-	211	240	88%	235	11.4%	98%
30" STOP with double one way arrow	-	129	127	102%	127	-1.6%	100%
30" STOP with double one way arrows (back to back)	-	126	123	102%	123	-2.4%	100%
30" STOP with double one way arrows and cross traffic does not stop	-	149	146	102%	146	-2.0%	100%
YIELD	36"	100	97	103%	97	-3.0%	100%
Right Lane Must Turn Right	30 x 30	106	104	102%	104	-1.9%	100%
Center Lane Sign	24 x 30	103	102	101%	102	-1.0%	100%
One Way	12 x 36	94	92	102%	92	-2.1%	100%
One Way (double sided)	12 x 36	101	99	102%	99	-2.0%	100%
DO NOT ENTER	30 x 30	106	104	102%	104	-1.9%	100%
Speed Limit 20/25/30/35/40	24 x 30	102	100	102%	100	-2.0%	100%
Speed Limit 25 with yellow border	32 x 42	120	118	102%	118	-1.7%	100%
No Left/Right/U-turn Turn (symbol)	24 x 24	98	96	102%	96	-2.0%	100%
Keep Right (symbol) with Stripe Board (8 x 18)	18 x 24	104	102	102%	102	-1.9%	100%
Keep Right (symbol) with Stripe Board (10 x 30)	24 x 30	112	115	97%	115	2.7%	100%
No Parking; 2hr Parking; Res Permit Parking; Handicap Parking	12 x 18	89	86	103%	86	-3.4%	100%
No Parking with 2 hr parking	12 x 18	96	94	102%	94	-2.1%	100%
No Parking; No Parking, Stopping, Standing; Loading Zone	18 x 24	96	94	102%	94	-2.1%	100%
Replace Pole with Existing Sign	-	78	75	104%	75	-3.8%	100%
Reset Existing Sign	-	59	57	104%	57	-3.4%	100%

Signs in **bold type** are typical signs that would be installed in a new subdivision.

Charges for Services
Public Works Department, continued

Service Description	Current Status Based on FY 11-12 Data				Proposed Charges for FY 13-14		
	Size	Current Fee	City Cost	Cost Recovery	Proposed Fee	% Change in Fee	New Cost Recovery
Warning Signs:							
End of Roadway Diamonds	18 x 18	\$91	\$89	102%	\$89	-2.2%	100%
Photo Enforced	30 x 36	116	114	102%	114	-1.7%	100%
Stripe Board	8 x 18	87	85	102%	85	-2.3%	100%
Stripe Board	10 x 30	93	91	102%	91	-2.2%	100%
Curve Warning / Stop Ahead/ Signal Ahead/ Intersection Ahead	30 x 30	106	104	102%	104	-1.9%	100%
Curve Warning with Advisory Speed Plaque	-	116	114	102%	114	-1.7%	100%
Directional Arrow (L/R/D)	24 x 48	113	111	102%	111	-1.8%	100%
Direction Arrow (L/R/D) with Stripe Board	-	128	126	102%	126	-1.6%	100%
Chevron	18 x 24	94	92	102%	92	-2.1%	100%
Splitter Island Sign; No Trespassing	24 x 24	98	96	102%	96	-2.0%	100%
No Outlet/Street Ends Double Sided	6 3/4 x 30	82	85	96%	85	3.7%	100%
No Outlet/Street Ends Double Sided	6 3/4 x 36	86	96	90%	95	10.5%	99%
No Outlet/Street Ends Double Sided	9" x 36	95	100	95%	100	5.3%	100%
Advance Railroad Warning	30"	104	102	102%	102	-1.9%	100%
Cross Traffic Does Not Stop	18 x 30	97	95	102%	95	-2.1%	100%
Pedestrian Signs:							
Pedestrian / School Crosswalk with diagonal arrow, AHEAD, or SCHOOL plaque	-	141	139	101%	139	-1.4%	100%
Pedestrian / School Crosswalk with diagonal arrow or AHEAD plaque and Sign Post Panel	-	173	171	101%	171	-1.2%	100%
Street Name Signs:							
Two Double Sided Blades with Pole	6 3/4 x 30	152	150	101%	150	-1.3%	100%
Two Double Sided Blades with Pole	6 3/4 x 36	159	156	102%	156	-1.9%	100%
Two Double Sided Blades with Pole	6 3/4 x 42	165	163	101%	163	-1.2%	100%
Two Double Sided Blades with Pole	9 x 36	184	182	101%	182	-1.1%	100%
Two Double Sided Blades with Pole	9 x 42	193	191	101%	191	-1.0%	100%
Double Sided Blade	6 3/4 x 30	103	100	103%	100	-2.9%	100%
Double Sided Blade	6 3/4 x 36	106	104	102%	104	-1.9%	100%
Double Sided Blade	6 3/4 x 42	109	107	102%	107	-1.8%	100%
Double Sided Blade	9 x 36	113	111	102%	111	-1.8%	100%
Double Sided Blade	9 x 42	118	116	102%	116	-1.7%	100%

Traffic Signs

Charges to developers for the City to install the initial set of traffic signs in a new subdivision. Developers have the option to have the signs fabricated by a private contractor and install the signs themselves with no charge paid to the City; however the signs must meet the City sign standards for material and installation hardware. The charges are also used for traffic signs damaged in auto accidents.

Signs in **bold type** are typical signs that would be installed in a new subdivision.



"Working with the Community"

Ordinance Violation Charges

The charges in this category have been established by City ordinance, as allowed by State statutes, to recover the costs incurred by the City while enforcing certain ordinance violations. Violators may also be subject to punitive fines and court costs ordered by the Municipal Court. Due to the special nature of these charges, full cost recovery is maintained each year regardless of the percentage adjustment required. All of these charges relate to DWI offenses, animal impoundment, or weed and tree abatements.

**Ordinance Violation Charges
Building Development Services**

Service Description	Current Status Based on FY 11-12 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Weed Abatement					
Investigation and Processing Charge	\$155	\$108	144%	306	\$47,430
Abatement Charge					
Contract Charged (City Contract)	Contract	Contract	100%	250	N/A
Totals					\$47,430

Service Description	Proposed Fees for FY 13-14				
	Proposed Fee	%Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Weed Abatement					
Investigation and Processing Charge	\$108	-30.6%	100%	\$32,924	(\$14,506)
Abatement Charge					
Contract Charged (City Contract)	Contract	Contract	100%	N/A	N/A
Totals				\$32,924	(\$14,506)

Weed Abatement City Code provides for the recovery of the costs incurred by the City to abate property of weeds, brush, or other rank vegetation declared to be public nuisance when the property owner fails to respond to proper notice of the violation.

Investigation and Processing Charge recovers the administrative costs to investigate and process a Weed Abatement. **Abatement Charge** is established based on the City's cost to abate the nuisance through an outside service contract, in which case the property owner will be charged the contractor's charge to the City.

**Ordinance Violation Charges
Municipal Court**

Service Description	Current Status Based on FY 11-12 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
DWI Civil Penalty	\$113	\$115	98%	908	\$102,604
Totals				908	\$102,604

Service Description	Proposed Fees for FY 13-14				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
DWI Civil Penalty	\$115	1.8%	100%	\$104,402	\$1,798
Totals				\$104,402	\$1,798

DWI Civil Penalty

The Municipal Court may impose a civil penalty against any person who is found guilty or who pleads guilty to a charge of driving while intoxicated or driving with unlawful blood alcohol content as an additional penalty when the person is placed on probation.

This penalty is used to offset the operational costs of the City's in-house probation office, which has been found to be a cost effective alternative for both the City and offenders.

**Ordinance Violation Charges
Police Department**

Service Description	Current Status Based on FY 11-12 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
DWI Arrest	\$168	\$168	100%	1601	\$268,968
Totals					\$268,968

Service Description	Proposed Fees for FY 13-14				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
DWI Arrest	\$168	0.0%	100%	\$269,002	\$34
Totals				\$269,002	\$34

DWI Arrest

State Statutes and city ordinances allow the court to order persons convicted of alcohol or drug related traffic offenses to reimburse the city for the costs associated with their arrest. These costs shall include the reasonable cost of making the arrest, including the cost of any chemical test made to determine the alcohol or drug content of the person's blood, and the costs of processing, charging, booking, and holding the person in custody.

The charge rate shown reflects the basic schedule of arrests costs. The reimbursement cost of a specific arrest may be set higher or lower depending on the actual costs incurred and the consideration involved. The revenue generated depends on the actual arrest costs.

**Ordinance Violation Charges
Public Health**

Service Description	Current Status Based on FY 11-12 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Animal Impoundment					
First Day	\$33	\$44	75%	508	\$16,764
Each Day or Partial Day Thereafter	10	18	54%	395	3,950
Totals					\$20,714

Service Description	Proposed Fees for FY 13-14				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Animal Impoundment					
First Day	\$33	0.0%	75%	\$16,764	\$0
Each Day or Partial Day Thereafter	11	10.0%	60%	4,345	395
Totals				\$21,109	\$395

Animal Impoundments

A person claiming a dog or cat that has been impounded must pay an impoundment fee for the animal's release. The fees are not at 100% cost recovery because the City believes that the cost should not be so high that it would discourage citizens from claiming their animal.

**Ordinance Violation Charges
Public Works Department**

Service Description	Current Status Based on FY 11-12 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Tree Abatement					
Investigation and Processing Charge	\$224	\$212	106%	15	\$3,360
Abatement Charge	154	174	88%	1	154
Each Hour or portion thereof by City Crew					
Or Contractor Charge (City Contract)	Contract	Contract	100%	0	N/A
Totals					\$3,514

Service Description	Proposed Fees for FY 13-14				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Tree Abatement					
Investigation and Processing Charge	\$212	-5.4%	100%	\$3,180	(\$180)
Abatement Charge	171	11.0%	98%	171	17
Each Hour or portion thereof by City Crew					
Or Contractor Charge (City Contract)	Contract	Contract	100%	0	N/A
Totals				\$3,351	(\$163)

Tree Abatement

City Code provides for the recovery of costs incurred by the City to abate property of trees creating hazards to public ways when the property owner fails to respond to proper notice of the violation.

Investigation and Processing Charge recovers the administrative costs to investigate and process a Tree Abatement. **Abatement Charge** establishes the charge for each hour or portion thereof for the City to physically abate the conditions contained in the Tree Abatement notice, including drive time, setup time, and cleanup time. Alternatively, the City may choose to abate the nuisance through an outside contract, in which case the property owner will be charged the contractor's charge to the City.

Enterprise Fund Fees

Fees in this section are determined differently than the other fees in this study. These fees are established to recover operating costs as well as recover long-term capital investment. They are being included in this document to ensure annual review. These charges relate to Sanitary Landfill and Clean Water Services.

**Enterprise Fund Fees
Sanitary Landfill**

Service Description	Current Status Based on FY 11-12 Data		
	Current Fee	Units of Service	Revenue Generated
One Yard of Wood Mulch	\$6.00	5,180	\$31,080
One Yard of Fine Wood Mulch	14.00	2,861	40,054
One Yard of Finished Compost	18.00	2,364	42,552
Tipping Fees	30.94	202,325	6,259,936
Totals			\$6,373,622

Service Description	Proposed Fees for FY 13-14		
	Proposed Fee	Projected Revenue	Change in Revenue
One Yard of Wood Mulch	\$6.00	\$31,080	\$0
One Yard of Fine Wood Mulch	14.00	\$40,054	0
One Yard of Finished Compost	18.00	\$42,552	0
Tipping Fees	30.94	\$6,259,936	0
Totals		\$6,373,622	\$0

One Yard of Wood Mulch	An unscreened landscaping mulch of ground, woody materials for use on flower beds, shrubs, trees, and pathways.
One Yard of Fine Wood Mulch	A fine textured landscaping mulch of ground, woody materials for sue on flower beds, shrubs, trees, and pathways.
One Yard of Finished Compost	A high quality compost of yard and garden organic materials.
Tipping Fees	Minimum fee for disposal of Municipal Solid Waste, Construction & Demolition Waste, and Other Special Waste accepted by prior approval.

**Enterprise Fund Fees
Clean Water Services**

Service Description	Current Status Based on FY 11-12 Data		
	Current Fee	Units of Service	Revenue Generated
Biosolids Per Acre	\$5	2,200	\$11,000
Fats, Oils, and Grease (FOG)	67	1,037	69,479
Industrial Pretreatment Fees (IPP)			
Categorical Industrial User (CIU)	5,509	17	93,653
Categorical Industrial User - No Discharge (CIU-ND)	1,486	7	10,402
Significant Industrial User (SIU)	4,460	15	66,900
Industrial User (ID)	1,300	15	19,500
Surcharge-Industrial User-High Strength			
With Excess BOD/TSS	1,300	17	22,100
Testing Charges	*	2,065	
Totals			\$293,034

Service Description	Proposed Fees for FY 13-14		
	Proposed Fee	Projected Revenue	Change in Revenue
Biosolids Per Acre	\$5	\$11,000	\$0
Fats, Oils, and Grease (FOG)	75	77,775	8,296
Industrial Pretreatment Fees (IPP)			
Categorical Industrial User (CIU)	5,244	89,148	(4,505)
Categorical Industrial User - No Discharge (CIU-ND)	1,416	9,912	(490)
Significant Industrial User (SIU)	3,960	59,400	(7,500)
Industrial User (ID)	1,320	19,800	300
Surcharge-Industrial User-High Strength			
With Excess BOD/TSS	1,164	19,788	(2,312)
Testing Charges	*	2,311	
Totals		289,134	(6,211)

Biosolids

In addition to this per acre fee there will be a 5% fuel surcharge that will be figured on the cost of diesel fuel per gallon on the last day the material is hauled to the customer.

Fats, Oils, and Grease (FOG)

As a result of the new EPA/MDNR mandates, all Food Service Establishments (FSEs) must be permitted and inspected regularly to ensure proper FOG removal devices are in place and maintained properly.

**Enterprise Fund Fees
Clean Water Services**

Descriptions continued:

Categorical Industrial User (CIU)

Any industrial user subject to a regulation containing pollutant discharge limits promulgated by the USEPA in accordance with section 307(b) and (c) of the act, which applies to industrial users. Includes prohibitive discharge limits established pursuant to section 403.5 of the act, categorical pretreatment standards, restricted discharges and local limits.

Categorical Industrial User No Discharge (CIUND)

Any industrial user subject to a regulation containing pollutant discharge limits promulgated by the USEPA in accordance with section 307(b) and (c) of the act, which applies to industrial users. Includes prohibitive discharge limits established pursuant to section 403.5 of the act, categorical pretreatment standards, restricted discharges and local limits. Must be permitted and monitored as a no-discharge facility to ensure they do not discharge wastewater to the Publicly Owned Treatment Works; either by evaporation, off-site treatment, or other means of wastewater disposal.

Significant Industrial User (SIU)

Industrial user that discharges an average of 25,000 gpd or more of process wastewater to the POTW, contributes a process wastestream which makes up five percent more of the average dry weather hydraulic or organic capacity of the POTW treatment plant, is designated as such by the POTW on the basis that it has reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement.

Enterprise Fund Fees
Clean Water Services

Descriptions continued:

Industrial User (IU)

Any nonresidential user identified in division A, B, D, E, or I of the Standard Industrial Classification Manual or any user which discharges wastewater containing toxic or poisonous substances or any substance which cause interference or pass through in the POTW.

**Surcharge-Industrial User-High Strength
With Excess BOD/TSS**

Some industrial customers have wastewater that is made up of higher concentrations of pollutants that increase the City's cost for treatment. As a result, these customers pay a surcharge for wastewater treatment. Currently, the surcharge is applied to two pollutants; Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS). BOD is regulated because of low levels of oxygen in the water causes fish kills and other aquatic life impacts. TSS is regulated because the solids in water block sunlight and make photosynthesis more difficult so plant food sources don't grow for fish and aquatic life.

Testing Charges

Testing charges vary by industry due to number and type of parameter analyses required, pricing based on local private laboratory charges.

**FEE SCHEDULE FOR
BUILDING DEVELOPMENT SERVICES
CITY OF SPRINGFIELD
July 2013**

Exhibit C

COMMERCIAL CONSTRUCTION

- **NEW COMMERCIAL CONSTRUCTION AND BUILDING ADDITIONS:**

Minimum information required to calculate the Commercial Building Permit Fee:

Use Group

Type of Construction

Gross Floor Area of Building (Square Footage)

Gross Area Modifier = **85**

Type of Construction Factor will be from a matrix of numbers based on Use Group and Type of Construction as established by July 2009 IBC Fee Calculation Data and as amended by adoption of this fee ordinance. Copy available from Building Development Services.

Gross Area of Building X Gross Area Modifier (85) X Type of Construction Factor = Construction Factor used to Calculate Building Permit Fee

	1 st 50,000 of Construction Factor X 0.004	= Bldg. Permit Fee A
Plus	2 nd 50,000 of Construction Factor X 0.003	= Bldg. Permit Fee B
Plus	3 rd 50,000 of Construction Factor X 0.002	= Bldg. Permit Fee C
Plus	For anything over 150,000 X 0.001	= Bldg. Permit Fee D
	<u>Total Building Permit Fee</u>	= A + B + C + D or minimum of \$100.00 , whichever is greater

- **TECHNOLOGY FEE:**

Gross Square Footage of structure x .01; minimum \$50.00.

\$50.00 without a building permit.

- **COMMERCIAL INFILLS AND REMODELS/RENOVATIONS:**

The "Construction Factor" will be calculated in the same manner as for a new building, except the "Factor" will be multiplied by **0.30** and then the above formula will be used to calculate the Building Permit Fee.

**Square Footage (Area involved in alteration only) x Gross Area Modifier (85) x 0.30 =
Construction Factor used to calculate Building Permit Fee**

- **COMMERCIAL SHELL BUILDINGS:**

A "shell building," with no defined tenant infill spaces, has been added as a sub-category to the "Business" use group and the "Type of Construction Factor" has been established as a similar to an S-1, Storage, moderate hazard use. This will reduce the permit fee for the shell to a more comparable complexity of construction.

- **COMMERCIAL PROVISIONAL (PHASE APPROVAL) PERMIT FEE:**

30% of the calculated Permit Fee or minimum Permit Fee, whichever is greater. This fee is charged in addition to the normal permit fee.

- **COMMERCIAL MINIMUM BUILDING PERMIT FEE:** \$100.00 includes issuance of Certificate of Occupancy.

- **COMMERCIAL PLAN REVIEW FEE:**

75% of Building Permit Fee, or minimum of \$150.00, whichever is greater (non-refundable). This fee is due at time of application submission.

- **COMMERCIAL PLAN REVIEW RE-SUBMITTAL REVIEW FEE: (Prior to permit issuance)**

\$250.00 (non-refundable) for 4th submittal, \$500.00 non-refundable) for 5th and each thereafter. If the re-submittal of the design documents is due solely to an error or omission by the City, no additional fee or penalty will be assessed.

Penalty Fee for Failure to submit Change Orders/Field Directives for Review prior to work performed after permit issuance: \$250.00 for the 1st infraction, \$500.00 for each thereafter. This is for those instances in which changes in the design are made in the field prior to plan revisions being submitted to the Department of Building Development Services. This fee is not applicable to aesthetic changes.

- **COMMERCIAL STORM WATER DETENTION PERMIT FEE:** \$100.00

- **COMMERCIAL MECHANICAL, ELECTRICAL AND PLUMBING PERMIT FEES:**

40% of the Building Permit Fee, or minimum of \$100.00, whichever is greater.

Stand alone mechanical, electrical and plumbing permits which DO NOT require a building permit:

Plan review fee	\$75.00
Permit fee	\$50.00

- **COMMERCIAL EQUIPMENT CHANGE OUTS:** \$100.00
(Furnace, A/C, Water Heater replacement like for like)

- **COMMERCIAL GAS PERMIT FEES:**

Gas Permit	\$100.00
Commercial Air Test Only:	\$100.00

- **COMMERCIAL FIRE SPRINKLER SYSTEM :**

New Fire Sprinkler System Permit Fee:	\$200.00
Modifications to existing System Permit Fee:	\$100.00

- **FIRE SPRINKLER SYSTEM PLAN REVIEW FEE:** \$150.00 (Non-refundable)

- **COMMERCIAL FIRE SPRINKLER ALTERATIONS/MODIFICATIONS PERMIT FEES :**

Less than 20 Heads, No Plans or Plan Review	\$25.00
Hood Suppression Permit Fee	\$25.00
Hood Suppression Plan Review Fee	\$25.00

- **COMMERCIAL COMMUNICATION TOWERS:** **\$100.00**
Including antenna upgrades and/or collocates

- **COMMUNICATION TOWER PLAN REVIEW FEE:** **\$150.00**

- **FLOODPLAIN DEVELOPMENT PERMIT FEE:** **\$50.00**

- **PLAN REVIEW FEE FOR FLOODPLAIN DEVELOPMENT:** **\$50.00** (Non-refundable)

- **RE-INSPECTION FEES:**

After the 1 st , 2 nd , & 3 rd Re-inspections:	\$200.00 each
After 3 rd Re-inspection and any additional re-inspections:	\$500.00 each

- Re-Inspections are defined as:**
- 1) Work not ready for inspection, i.e. work not installed or constructed when inspector arrives on site.
 - 2) Re-inspecting previously inspected work that has not been corrected.
 - 3) Jobsite not accessible after 2nd attempt, when contractor has control of access.
 - 4) Failure to have a set of Approved Plans & Specs on Site; 1st time warning, 2nd and all future times, re-inspection fee will be assessed.

Penalty for calling for inspection when work has been done but not in substantial conformance with the adopted Codes or approved plans: \$250.00 for 1st time per project, \$500.00 for each thereafter.

- **OVERTIME INSPECTION FEES:** **\$45.00 per hour, minimum of 2 hours.**

- **SIGNS:**

- **PERMANENT SIGN PERMIT FEE:** **\$56.00** for any sign, new installation or alteration of any kind.

- **PERMANENT SIGN PLAN REVIEW FEE:** **\$56.00** (Non-refundable)

- **TEMPORARY SIGN/BANNER PERMIT FEE:** **\$25.00** per 30-day period or fraction thereof

- **PARKING LOTS: (STAND ALONE FACILITIES):** **\$100.00**

- **PARKING LOT PLAN REVIEW FEE:** **\$150.00**

- **COMMERCIAL LAWN SPRINKLER SYSTEM, PLUMBING PERMIT FEE:** **\$100.00**

- **COMMERCIAL WRECKING PERMIT FEE:** **\$100.00 (complete structure demolition)**
(Interior demolition before renovation, the \$100.00 permit fee will be applied to the subsequent BLD permit fee.)
- **FENCE PERMIT FEE:**

A No cost permit, along with a site plan, is required for all fences up to 7' 0" in height.
Fences more than 7' in height will require a site plan review. **\$50.00**
Fence permit fee **\$50.00**
- **VENDOR SITE PERMIT FEE:** **\$100.00**
- **SPECIAL EVENT & PROMOTION PERMIT FEES:** **\$ 45.00**
- **SIDE WALK CAFÉ PERMIT FEES:** **\$610.00**
- **COMMERCIAL BOARDED UP BUILDING PERMIT FEE:** **\$200.00 PER 6 MONTHS**
- **CERTIFICATE OF OCCUPANCY FOR CHANGE OF USE PERMIT FEE:** **\$ 30.00**
 - **PENALTY FEE FOR STRUCTURE OCCUPIED PRIOR TO ISSUANCE OF CERTIFICATE OF OCCUPANCY:** **\$250.00**
- **SPECIAL PERMIT FEE FOR WORK AS DESCRIBED IN A CERTIFICATE OF APPROPRIATENESS, NOT REQUIRING A BUILDING PERMIT:** **\$ 25.00**
If the scope of work requires a building permit, the special permit fee will not be required.
- **PENALTY FEE FOR WORK DONE WITHOUT A PERMIT:**

The required permit fee X 2, plus \$200.00. (This will not be applied to emergency work performed when City offices are closed)
- **BUILDING OR WRECKING PERMIT REQUIRED BY DANGEROUS BUILDING PROCEEDINGS, AND AFTER THE ISSUANCE OF A LEGAL NOTICE OF VIOLATION:**

Required BLD Permit Fee X 2

Permits Required by Zoning Ordinance: Unless specifically identified elsewhere in this schedule, all permits, plan reviews, site plan reviews or approvals provided by the Department of Building Development Services as listed in Chapter 36, Article III, known as the Land Development Code in Article I, the Zoning Ordinance, shall be assessed a fee equal to the minimum building permit fee or minimum plan review fee.

RESIDENTIAL CONSTRUCTION

- **NEW RESIDENTIAL ONE AND TWO FAMILY RESIDENCE PERMIT FEE:**

Minimum information required to calculate the Residential Building Permit Fee:

Type of Construction = **1.02 multiplied by 0.38**

Finished living area square footage (excludes garage and unfinished basement)

Use Group = **R-3 AND IRC 2012**

Gross Area Modifier = **85**

Type of Construction Factor is from a matrix of numbers based on Use Group and Type of Construction as established by July 2009 IBC Fee Calculation Data and as amended by adoption of this fee ordinance. A copy is available from Building Development Services.

Finished Living Area Square Footage X Gross Area Modifier (85) X Type of Construction Factor (1.02) X 0.38 = Construction Factor used to Calculate Building Permit Fee:

	1 st 50,000 of Construction Factor X 0.004	= Bldg. Permit Fee A
Plus	2 nd 50,000 of Construction Factor X 0.003	= Bldg. Permit Fee B
Plus	3 rd 50,000 of Construction Factor X 0.002	= Bldg. Permit Fee C
Plus	For anything over 150,000 X 0.001	= Bldg. Permit Fee D
	Total Building Permit Fee	= A + B + C + D or minimum of \$100.00, whichever is greater

- **RESIDENTIAL GARAGE ADDITION (ATTACHED OR DETACHED), HOME ADDITION OR ACCESSORY STRUCTURE PERMIT FEE:**

Square Fee X 85 X 1.02 X .38 = Permit Fee, or minimum of \$100.00 whichever is greater

- **RESIDENTIAL MECHANICAL, ELECTRICAL AND PLUMBING PERMIT FEES:**

40% of the Building Permit Fee or **minimum of \$100.00**, whichever is greater.

Residential Mechanical Furnace and/or Air Conditioner change-outs: \$ 25.00

Residential Plumbing Water Heater change-outs: \$ 25.00

(Change outs are for like for like replacements only, unless specifically approved by the Director of Building Development Services).

Residential Electrical Service Repairs: \$ 25.00

- **NEW STRUCTURES GAS PERMIT FEES:**

Gas Permit: **\$100.00**

Residential Air Test only: **\$25.00**

- **FENCE PERMIT FEE:**

A No cost permit, along with a site plan, is required for all fences up to 7' 0" in height.
 Fences more than 7' in height will require a site plan review. **\$50.00**
 Fence permit fee **\$50.00**

- **RESIDENTIAL WRECKING PERMIT FEES:**

\$100.00

- **BOARDED UP BUILDING PERMIT FEES:**

\$200.00 PER 6 MONTHS

- **SPECIAL PERMIT FEE FOR WORK AS DESCRIBED IN A CERTIFICATE OF APPROPRIATENESS, NOT REQUIRING A BUILDING PERMIT:**

\$ 25.00

- **RE-INSPECTION FEES:**

After the 1st, 2nd, & 3rd Re-inspections:

\$200.00 each

After 3rd Re-inspection and any additional re-inspections:

\$500.00 each

Re-Inspections are defined as:

- 1) Work not ready for inspection, i.e. work not installed or constructed when inspector arrives on site.
- 2) Re-inspecting previously inspected work that has not been corrected.
- 3) Jobsite not accessible after 2nd attempt, when contractor has control of access.
- 4) Failure to have a set of Approved Plans & Specs on Site; 1st time warning, 2nd and all future times, re-inspection fee will be assessed.

Penalty for calling for inspection when work has been done but not in substantial conformance with the adopted Codes or approved plans: \$250.00 for 1st time per project, \$500.00 for each thereafter.

- **OVERTIME INSPECTION FEES:**

\$ 45.00 per hour, (minimum of 2 hours)

- **PENALTY FEE FOR WORK DONE WITHOUT A PERMIT:**

The required permit fee X 2 plus **\$200.00**. (This will not be applied to emergency work performed when City offices are closed)

- **BUILDING OR WRECKING PERMIT REQUIRED BY DANGEROUS BUILDING PROCEEDINGS, AND AFTER THE ISSUANCE OF A LEGAL NOTICE OF VIOLATION:**

Minimum BLD Permit Fee X 2

- **RESIDENTIAL SWIMMING POOL, SITE PLAN APPROVAL AND SIGNED AGREEMENT REQUIRED:**

PERMIT FEE:

\$100.00

- **FAMILY HOME DAY CARE INSPECTION PERMIT FEE:**

\$100.00

- **RESIDENTIAL WHEEL CHAIR RAMP BUILDING PERMIT FEE:**

A No Cost Permit

(A site plan review approval is required).

- **LAWN SPRINKLER SYSTEM INSTALLATION - PLUMBING PERMIT FEE:** **\$100.00**
- **RESIDENTIAL HOUSE MOVING PERMIT FEE:** **\$100.00**
- **RESIDENTIAL FOUNDATION/REPAIR PERMIT FEE FOR MOVED STRUCTURE:** **\$100.00**

Permits Required by Zoning Ordinance: Unless specifically identified elsewhere in this schedule, all permits, plan reviews, site plan reviews or approvals provided by the Department of Building Development Services as listed in Chapter 36, Article III, known as the Land Development Code in Article I, the Zoning Ordinance, shall be assessed a fee equal to the minimum building permit fee or minimum plan review fee.

MISCELLANEOUS FEES AND INFORMATION

- **REFUNDS:** Permit fees for projects that are abandoned before being started or inspected shall be refunded, less a \$25.00 processing fee, provided the request is made within 180 days of the date of issuance of the permit. **Refunds will not be made of any plan review fee.**

If, in the opinion of the Director of Building Development Services, a situation develops that would warrant a refund beyond these limits, the Director shall be authorized to refund up to 90% of any fee listed in this schedule of fees.

- **CRAFT & TRADES CERTIFICATION FEES:**

Initial Certificate Fee after Successful Completion of Examination:

Master Craftsman	\$50.00*
Journeyman Craftsman	\$ 25.00*

*Includes initial annual certificate fee for balance of current year in which examination is passed successfully.

Initial Registration Fee for any Apprentice	\$ 10.00
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- **ANNUAL CERTIFICATE RENEWAL FEES:**

Master Craftsmen	\$ 50.00
Journeyman Craftsmen	\$ 25.00
Apprentice	\$ 10.00

- ****REGISTRATION FOR NINETY-DAY TEMPORARY CERTIFICATION FEES:**

**To be issued only in conjunction with application for examination as a master or journeyman upon proof of previous held craft journeyman or master certification from another jurisdiction. Certification will be issued for one 90-day period only. Examination must be taken at first available exam date in the 90-day period. Failure to pass examination is automatic revocation of certificate. The temporary certificate is not applicable to persons who have previously taken the journeyman or master exam and failed.

Journeyman Certificate	\$ 10.00
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- **Application fee for Appeal of Chapter 36, Article III: \$500.00**
If the appeal is granted, the applicant shall be refunded the entire application fee.